



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

May 21, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT ANN MARINOVICH TO THE POSITION OF HUMAN RESOURCES ADMINISTRATOR, HEALTH SERVICES

Consistent with Board-approved policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Ann Marinovich to the position of Human Resources Administrator, Health Services at an annual salary of \$161,321.16 (\$13,443/month), placing her on Step 11, of this S15 position and reflecting a 12.2 percent increase over her base salary. We have reviewed the request and concur with the attached DHS request to appoint Ms. Marinovich.

As the Human Resources Administrator, Ms. Marinovich will report to the Administrative Deputy and will oversee the administration of DHS Human Resources operations and management of professional and clerical staff. In this capacity, Ms. Marinovich will direct, organize, plan, and administer all human resources functions such as employee and organizational development, recruitment and examinations, classifications, leave management, performance management, regulatory compliance and employee relations. In addition, Ms. Marinovich will be responsible for establishing and maintaining relationships regarding labor relations activities, including coordination of the bargaining process and consultation with labor unions and this Office, the Department of Human Resources and various other agencies.

DHS indicates that Ms. Marinovich has over 24 years of various Los Angeles County experience and a copy of her resume and additional information from DHS is attached. Accordingly, the salary placement for Ms. Marinovich on Step 11 of this S15 position would be consistent with the level of experience and knowledge that she brings to this position.

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In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by May 29, 2008, we will advise DHS that they may proceed with Ms. Marinovich's appointment to Human Resources Administrator, Health Services at an annual salary of \$161,321.16 effective June 1, 2008.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Arena Turner of this office at (213) 974-1128.

WTF:SRH:SAS
MLM:AT:yb

Attachment

c: Executive Officer, Board of Supervisors
Interim Director, Department of Health Services
Administrative Deputy, Department of Health Services
Director of Personnel

Ann Marinovich_mbs

NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Ann Marinovich

Employee No.:

(Check one) NEW HIRE: PROMOTION:

I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position – Attach electronic copy of organization chart

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

This position reports to the Administrative Deputy, Health Services, who reports to the Chief Deputy Director, Health Services.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

This position directs, organizes, plans, and administers all Human Resources functions for the Department of Health Services (DHS), such as employee and organizational development, recruitment and examinations, classification, leave management, performance management, regulatory compliance and employee relations. Specific duties are as follows:

Provides recommendations and advice to executive management on department-wide human resources issues which include making determinations and decisions on the most difficult and complex problems or issues which have a significant impact on departmental operations. Formulates and recommends human resources policies and objectives and designs and implements strategic direction for human resources operations for the department to effect maximum efficiency, improve services, reduce administrative costs and ensure compliance with County and departmental guidelines. Major responsibilities of the Human Resources Administrator, Health Services include, but are not limited to the following:

- Oversees long and short range planning and policy development for the department with particular emphasis on human resources management.
- Administers department-wide performance management programs within the framework established by the Department of Human Resources, and acts as liaison with the staff of the Department of Human Resources on a variety of personnel matters.
- Designs and implements strategic direction for the human resources operations to effectively meet current and future human resources needs for the entire organization.
- Works with representatives of the Department of Human Resources in reviewing program problems in order to develop new and/or improved County-wide and DHS personnel programs.
- Formulates and prepares the human resources program budget including preparation and monitoring of budget proposals for operating and staff expenditures.
- Manages labor relations activities, including coordination of the bargaining process and consultation with labor unions and the Chief Executive Office, and oversees staff serving as the chief negotiators during the bargaining process.

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Ms. Marinovich brings over twenty-four (24) years of County experience to the role of Human Resources Administrator, Health Services. Ms. Marinovich has been the Chief of the Human Resources Division (Payroll Title: Chief, Administrative Operations, Public Works) for the Department of Public Works since August 2006 and has been responsible for directing a staff of 100 in the areas of recruitment and selection, classifications, personnel services, employee relations, organizational development, return to work, health and safety and payroll. She was a Special Assistant III and Principal Analyst, CAO in the Employee Relations Division, from December 2001 to August 2006, for the Chief Administrators Office (now Chief Executive Office) and was responsible for negotiation and administration of memoranda of understanding with County employee unions; served as a County advocate in arbitration and unfair labor charges and mediations among other duties. Client departments were Fire, DPSS, DCFS, Auditor/Controller, Registrar Recorder, Treasurer – Tax Collector and Community and Senior Services. She was the Assistant Director, Bureau Operations, Sheriff for the Sheriff's Department from January 1998 to December 2001 and was responsible for Personnel Services with particular emphasis on Recruitment and Selection, Classifications, Audit/Training, Personnel Services, Staffing and Item Control, and Civilian Backgrounds. This included budget oversight and preparation for Personnel Administration which consisted of approximately 300 personnel.

Ms. Marinovich is a proven leader in directing the activities of major divisions in departments serving the public through effective Human Resources management, efficient operations of mandated functions, and administrative accountability. She has consistently set goals and objectives, established policies and procedures, determined administrative methods for assigning workflow to subordinate staff, set performance standards, directed quality improvement initiatives, coordinated departmental recruitment, overseen overall training and staff development, and determined staffing levels, including determination of materials, equipment and facilities needed to achieve program goals. Ms. Marinovich has a Bachelors of Arts degree from California State University, Dominguez Hills.

E. Provide the candidate's résumé or curriculum vitae – Attach electronic copy

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name: Melinda Marie Yamashita (Fonseca) Employee #: Title: Asst. Human Resources Admin., H.S.

Base Monthly Salary: \$ 10,965.25 Base Annual Salary: \$ 131,583.00 Salary Range/Quartile: S13, Step 9

G. Identify management position above the position requested

Name: James Jones Employee #: Title: Interim Admin. Deputy, H.S.

Base Monthly Salary: \$ 13,715.61(15,224.33) Base Annual Salary: \$ 164,587.32 (182,691.96) Salary Range/Quartile: R16

* (reflects calculated salary).

II. HUMAN RESOURCES

Certify that the position is vacant and budgeted

YES NO

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$ 11,982.03 Annual: \$ 143,784.36 Range, Quartile: S13, Step 12

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 12.2 %

PROPOSED SALARY: Monthly: \$ 13,443.43 Annually: \$ 161,321.16 Range, Quartile: S15, Step 11

Provide listing of all internal equivalent positions within facility/program

YES NO

Verify that candidate is listed on the appropriate Certification List and is reachable

YES NO

Objective: An opportunity to excel in a fast-paced, dynamic environment, where education and training may be combined with experience and skills in effectively achieving organizational goals and objectives.

Education: Bachelor of Arts Degree, with a major in Interdisciplinary Studies
California State University at Dominguez Hills, Carson

Leadership Essentials for County Managers (100 hour course)
Building a Strategic Human Resources Partnership (100 hour course)
Bureau Chief Executive Leadership Program (60 hour course)

Professional Experience:

Chief, Administrative Operations, Public Works 8/28/06 to present
Department of Public Works
Salary: Range 13

Chief of Human Resources Division for Public Works Department, directing a staff of 100 through subordinate managers and a budget of \$11 million in the areas of recruitment and selection, classifications, personnel services, employee relations, performance management and advocacy, organizational development (including travel & training), return to work, health and safety, and payroll. Lead for the Department's employee excellence strategic plan goal. Public Works Department employs approximately 3,700 employees with a budget of \$1.4 billion. Member of the Countywide Recruitment Committee.

Significant accomplishments:

- * Developed discipline guidelines
- * Reduced the number of days for completion of investigations.
- * Implemented new and revised policies (e.g., transfer, uniforms, grievance, attendance)
- * Made recommendations for improving the Department's employee recognition program.
- * Collaborated with ITD to develop and implement an automated employee locator to be used during emergencies or disasters.
- * Revised the Department's Civil Engineer Assistant recruitment plan
- * Developed a Survey Technician recruitment plan
- * Worked with a local college to obtain a grant and implemented the Incumbent Worker Program for Department field employees
- * Collaborated with ITD and Budget to develop and implement a plan to allow for new position requests through the automated personnel system.
- * Collaborated with CEO Risk Management to make changes to pre-employment medicals for laborer applicants, which will provide for greater efficiency in the field.

**Principal Analyst, CAO
Special Services Assistant III
Chief Executive Office
Employee Relations Division**

10/2/02 to 8/27/06
12/17/01 to 10/1/02

Negotiated and administered memoranda of understanding with County employee unions; consulted with the unions on a variety of issues, including new and revised policies; served as County advocate in arbitration and unfair labor charges and mediations. Provided guidance to departmental employee relations personnel. Worked with Department Heads and their executive staff to develop recommendations that were incorporated into proposed County bargaining positions for CEO and Board of Supervisors' consideration. Client Departments included Fire, Public Social Services, Community and Senior Services, Executive Office of the Board of Supervisors, Auditor/Controller, Chief Executive Office, Treasurer-Tax Collector and Registrar-Recorder. Worked collaboratively with CEO Budget and Compensation Divisions, DHR, Auditor-controller, County Counsel and LACERA to research and implement changes. Attended monthly Benefit Administration Committee (BAC) meetings with DHR, CEO Compensation and Local 721.

Analyzed proposed legislation to determine effect on County operations.

Taught DHR training academy courses and provided training to supervisors and managers in grievance handling, labor relations laws, MOU administration, etc.

Significant Accomplishments:

- * Negotiated MOU language that positively impacted the Fire and Public Social Services Departments and LACERA.
- * Consulted with the unions regarding the new performance evaluation system, shared services, new or revised DHR policies, and client Department policies.
- * Successfully arbitrated cases that preserved the integrity of negotiated MOU language.
- * Developed the Grievance Handling Guidebook for Supervisors and Managers and placed it on the CEO Employee Relations website.

**Assistant Director, Bureau Operations, Sheriff
Personnel Administration
Sheriff's Department**

1/20/98 TO 12/16/01

Through subordinate managers, directed the Recruitment and Selection, Classifications, Audit/Training, Personnel Services, Special Projects/Operations, Staffing and Item Control, and Civilian Backgrounds. These units consisted of approximately 80 staff. Two of the operations were in separate off-site locations. Operations included budget oversight and preparation for Personnel Administration which consisted of approximately 300 personnel. Oversaw the Personnel/Fiscal Automation Plan on behalf of Personnel Administration. At the time, the Sheriff's personnel complement was approximately 14,000 with a budget of \$1.4 billion.

Significant Accomplishments:

- * Six-day-a-week Deputy Sheriff testing, including accommodating walk-in applicants.
- * Recruitment plan for non-sworn positions, including a master exam calendar, decentralized testing and cost-saving advertising ideas.
- * Automated the certification desk to provide for a quicker and more efficient hiring process.
- * Prepared and presented a proposed clerical consolidation to DHR that collapsed approximately 55 clerical classifications into seven. The proposal included a career path model for employees interested in moving into the administrative series.

Administrative Services Manager III
Fiscal Administration
Sheriff's Department

8/3/94 to 1/19/98

Budget Manager – supervised six budget analysts in preparing, coordinating and analyzing all aspects of the Sheriff's \$1.1 billion budget. Prepared correspondence to the Chief Administrative Officer and/or Board of Supervisors advocating the Department's position and needs relative to the proposed budget and other documents as directed by the Chief, Director and Sheriff. Worked with personnel in ten Divisions, including operations, human resources and fiscal. Worked closely with representatives from the Chief Executive and Auditor/Controller's Offices.

Significant Accomplishments:

- * Worked on the Custody Division reorganization plan, which included the opening of Twin Towers.
- * Worked effectively with outside auditors conducting a management audit of the Department.
- * Collaborated with Personnel Administration and Contract Law Enforcement bureau to develop and implement a plan to improve customer service to Divisions.

Administrative Services Manager III
Senior Departmental Employee Relations Representative
Departmental Employee Relations Representative
Administrative Assistant III
Employee Relations
Sheriff's Department

10/4/03 to 8/2/94
1/2/91 to 10/3/93
11/2/88 to 1/1/91
11/2/87 to 11/1/88

Acting as the Director of Employee Relations from 10/4/93 to 8/2/94, administered the employee relations program for the Department and supervised an Assistant Director, four staff and three clerical personnel.

As Senior Departmental Employee Relations Representative from 1/2/91 to 10/2/93 assisted in administering the employee relations program in the Department and supervised three staff.

As Departmental Employee Relations Representative and Administrative Assistant III, worked with staff and the Director in a variety of employee relations-related activities, including consulting with the unions representing employees in 30 bargaining units in the Department.

Served as Department advocate in Arbitration and Unfair Labor Charge cases, trained newly promoted supervisors in performance evaluation preparation and documentation, FLSA, and employee relations issues. Settled disputes, fielded calls from all levels in the Department regarding interpretation of the Los Angeles County Code, MOUs and the Department's Manual of Policies and Procedures.

Administrative Assistant III
Contract Law Enforcement Bureau
Sheriff's Department

6/23/86 to 11/1/87

Provided staff support to the Bureau, which is primarily responsible for monitoring the contract cities program for the Department, preparing contracts with the 40 cities that contract for law enforcement services and auditing the patrol stations in preparation of yearly command inspections. Worked with the Auditor Controller in reviewing the contract cities' cost model for possible revisions.

Significant Accomplishment:

- * Conducted two patrol station consolidation studies to determine cost and operational effectiveness. As a result of the studies, four stations were consolidated into two stations and two storefront operations.

Administrative Assistant II
Staff Assistant II
Fiscal Administration
Sheriff's Department

6/2/84 to 6/22/86

6/1/84 to 6/1/85

Provided staff support to the Bureau by coordinating Departmental work orders for facilities maintenance, repair of business machines, requiring coordination with Departmental personnel and ISD staff and preparing summaries and costs for positions in preparation of the Department's budget. Analyzed new facility, grant-funded and service improvement programs with emphasis on the computation of personnel costs, maintained departments fiscal item control, prepared lease agreements and grant applications.

Department of Health Services Human Resources

